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15 FEB 1984

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (8-14 February 1984)

25X1 A. PROGRESS ON ACTION ITEMS

2. Representatives from the Records Management Division (RMD) met with Mr. Allen Elkins, Director of Finance, and his representatives to discuss the scheduling of computer records in that Office. Representatives from RMD outlined their experience in conducting the same program in OTE and described how they would proceed with the program in OF.

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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

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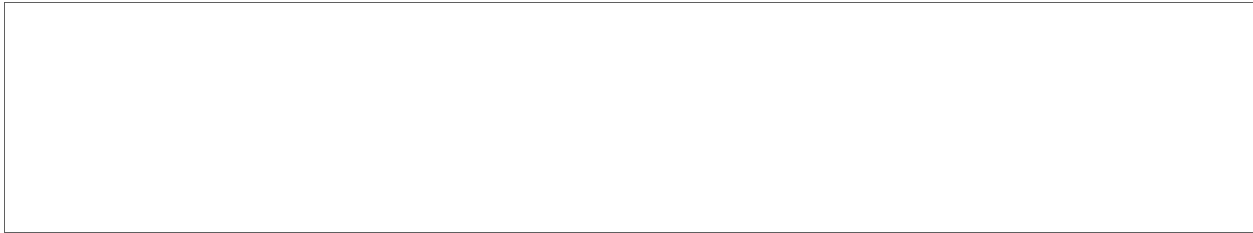
3. A representative of RMD sent an updated listing of forms in each component to the Directorate Records Management Officers for distribution to component RMOs. Each component is being asked to review the forms to determine if they are still active and to delete those no longer in use. This review is part of the ongoing forms management program and will provide information that will be useful in updating the Agency's forms catalog.

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C. SIGNIFICANT ANTICIPATED ACTIVITIES

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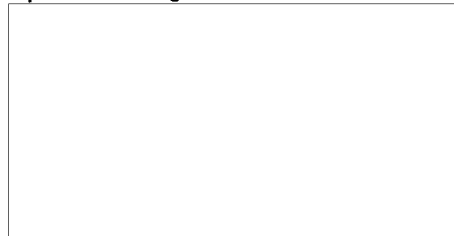
1. Representatives of RMD will meet with [redacted] Defense Intelligence Agency (DIA) Historian, and two members of his staff on 15 February to discuss DIA plans to set up an archive for its policy records.

25X1 *note* ✓

2. Three Directorates (DS&T, DI, and DO) nonconcurred on drafts of [redacted] Comparative Evaluation Board and Panel Process, because of problems with the four categories as descriptors for comparative evaluation. There will be a meeting on 16 February with OP and representatives of the three dissenting Directorates to work out a solution.

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3. The fifth TRIS Users Group meeting will be held on 15 February. A representative of RMD will make a presentation on preliminary design considerations to aid the Group in conceptualizing how TRIS will function.



Attachment:
As stated

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